



Job Description and Further Particulars

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| Job title: | Kitchen Porter |
| Reporting to: | Head Chef |
| Hours: | 35 hours per week to be worked over five days out of seven (Monday to Sunday) by agreement with the Head Chef, plus an additional 7 hours to be worked on alternate Saturdays. |

Overview of the Role

Working as part of a busy kitchen team, the Kitchen Porter assists the Head Chef and his staff with tasks such as cleaning, basic food preparation, serving food and operating the dishwasher. You will work in the College back-of-house kitchen area, but you may also be required to work in the servery/cafeteria. The Kitchen Porter is responsible for providing the highest level of attention to the cleanliness and sanitation of all food and storage outlets.

Main Duties

- Clean and keep tidy the kitchen(s) and all food outlets within the College, specifically work surfaces, walls and flooring;
- Keep storerooms clean and tidy at all times;
- Ensure hygiene and health and safety standards are met at all times, including the correct removal of waste from the kitchen to the appropriate area;
- Work with other kitchen staff, mainly in areas such as basic food preparation and serving food;
- Operate and maintain hygiene of dishwashing machines;
- Any other reasonable tasks as directed by the Domestic Bursar, Head Chef or the Sous Chefs.

Person Specification

Previous relevant experience is desirable but not essential. Most importantly, you will have a positive, reliable and helpful approach and a willingness to learn.

Compensation and Benefits

The rate of pay is £8.45 per hour.

Generous benefits include:

- 41 days' annual holiday including Bank Holidays. It should be noted that holiday cannot normally be taken during term and that the College staff work on Bank Holidays that occur

- during term;
- Free lunch in College when working and when the kitchen is open;
 - Membership of the OSPS Pension Scheme;
 - Access to a car parking space in the College's grounds if one is available;
 - A Childcare Voucher Scheme;
 - A Bicycle Purchase Salary Sacrifice Scheme.

How to apply

The closing date for applications is **noon on Wednesday 14 March 2018**

Interviews are expected to be held on Thursday 22 March 2018

Please submit a completed application form ideally by email to: recruitment@sant.ox.ac.uk, or by post to HR Manager, St Antony's College, 62 Woodstock Road, Oxford, OX2 6JF.

Please include details of two referees.

Late and/or incomplete applications will not be considered.

The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous online monitoring survey. Candidates will be emailed the link to the survey if applying by email.

The successful candidate may be asked to complete a confidential health questionnaire.